



**Mother Teresa Women's University**  
**Kodaikanal 624102**  
Ph: 04542-241685,241122



Website: [www.mogetherteresawomenuniv.ac.in](http://www.mogetherteresawomenuniv.ac.in)

## Notification on e-Sanad services

e- SANAD :- The e-Sanad is a platform for the Indian and Foreign Nationals to get the Attestation/Apostille on professional and Personal documents from concerned Document Issuing Authorities (DIA) and Ministry of External Affairs (MEA), Govt. of India.

- Submission of multiple candidates on single registration may lead to rejection of e-Sanad verification of certificates – Every candidate should separately register for their authentication of Certificates/Statements.

### Step -1

The User needs to pay the document verification fee of Rs.1500/- per course to the University for enrolling in the e-SANAD Project.. The user needs to visit [www.mogetherteresawomenuniv.ac.in](http://www.mogetherteresawomenuniv.ac.in) for University payment Portal. After making payment, the User needs to note down the Reference Number generated from the portal at the time of Successful payment of the required fee as above per course.

Send an email to [egenuinessmtwu@gmail.com](mailto:egenuinessmtwu@gmail.com) with the following details.

Student's Name :

Course studied :

Registration No.:

Amount Paid:

Payment Date:

SBI Collect Reference No. : \_\_\_\_\_

For Clarification, contact

Controller of Examinations  
Mother Teresa Women's University  
Kodaikanal  
Mobile: 94429 14454  
Office No.: 04542 – 240895 / 245685  
e-Mail ID: [egenuinessmtwu@gmail.com](mailto:egenuinessmtwu@gmail.com)

### **Step – 2**

- Keep soft copy of the front page (**only**) of the Degree certificate in *pdf* format in your Computer before signing into e-Sanad Portal.

The User needs to visit e-Sanad Portal for Attestation/Apostille process

URL <https://esanad.nic.in> for registration

### **Workflow in the e-Sanad portals are**

- (a) Upload the necessary Documents directly.
- (b) Online payment for Attestation/ Apostille processing fee to e-Sanad system. The User needs to Pay Rs.90/- per Apostille or Rs.40/- per Attestation to the Ministry of External Affairs.
- (c) e-Sanad portal will generate its acknowledgement after the successful payment.

### **Instructions:**

1. University Fees payment through online and Bank Payment Reference Number is mandatory to complete the Registration in the e-Sanad Portal.
2. Candidate should only register with e-Sanad for verification of certificates. Attested Certificates will be sent to the candidates by Ministry of External Affairs (MEA).

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## **NAD CELL INFORMATION**

Nodal Officer : Dr.S.Paul Mary Deborrah  
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Mother Teresa Women's University  
Kodaikanal

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